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SF-50 and/or SF-52 PERSONNEL ACTIONS

(June, July and August 1953)

WE AREA DIVISION

TYPE ACTIONS	TOTALS	MONTH		
		June	July	August
Appointment	13	7	4	2
Reassignment	52	11	17	24
Promotion	48	14	19	15
Conversion	2	1	1	-
Name Change	2	-	-	2
Resignation	22	7	6	9
Maternity Leave	-	-	-	-
LOOP	1	1	-	-
25X1C4A 	13	-	5	8
Return to Duty	-	-	-	-
Other	-	-	-	-
TOTAL	133	51	52	50

Average Per Month - All Types of Actions 51

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SUMMARY OF CABLES, DISPATCHES AND MEMORANDUMS

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<u>Subject of Type of Action</u>	<u>June-July- August '53 Cables</u>	<u>August '53 Dispatches</u>	<u>August-Sept. '53 Memorandums</u>
1. Leave matters	5	2	6
2. Marriage	1	0	2
3. 	0	0	6
4. Routine Personnel Information	8	2	6
5. T/O Information & Personnel Reports	1	0	6
6. Military Personnel Matters	0	0	5
7. Promotion Matters	0	4	0
8. Travel	18	2	6
9. Re-assignment	2	3	8
10. Classification of Position	0	0	3
11. Compensation	0	0	1
12. Conversion	0	0	19
13. Resignations	1	0	0
14. Personnel Evaluations	0	0	2
15. Security Matters	0	0	24
16. Training matters	0	1	8
17. Personnel Procurement	2	1	4
18. Selective Service Matters	0	0	1
TOTALS	38	15	109
Average No. Per Month	12.6	15	54
Average No. Per Month - All Actions			27.2

* Chronological Files were not maintained prior to periods indicated.

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MAJOR RECORDS MAINTAINED BY THE

1. Personnel Files - Individual personnel file folders, arranged alphabetically (Staff Agents in pseudo) on each individual occupying a slot. Divided file folders, of the type used in Personnel Office, contain documents divided into four groups- Personnel Actions, Travel, Fiscal matters and General.
2. Position Inventory Record - 5x8 cards showing dates of ICF, Security clearance, EOD, Date of Arrival, Due Return, personnel actions, (grade, salary and date) and career Designation. Standard form 70, Position Identification Strip showing Position Title, Slot number, Series, and grade is used as an overlay. This position inventory card is unique in the D/L Divisions and was designed to fit the desires of the WE Personnel & Training Section. As a rule the SF-44 is used for purposes of Position Inventory Records, though SF-Form 7 is used in one division.
3. Cable Log - Pink copies of all outgoing cables as drafted. No posting-type log is maintained.
4. Dispatch Log - Pink copies of all outgoing dispatches, filed chronologically by Station No. posting-type log is maintained.
5. Personnel Action Chrono - pink copies of all Personnel actions filed chronologically.
6. PER Control - 6"x9" looseleaf binder listing, as received by name, date sent to Branch, room number, date due back and date sent to Personnel Office.
7. Periodic Pay Increase Memo - Copies of individual memoranda notifying supervisors of pending periodic pay increase, requesting approval (by initials) of conduct and service has been satisfactory.
8. Pseudo File - a four part system consisting of
 - a. A set of blue cards, 3"x5", filed alphabetically by true name with pseudo number.
 - b. A looseleaf book listing pseudos numerically.
 - c. A set of salmon cards, 3"x5", filed alphabetically by pseudonym with pseudo number.

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- d. A looseleaf book listing true names numerically by pseudo number.
9. Station Admin. File - Cables, dispatches received from the field, together with memoranda and other papers on field matters, filed chronologically by station.
10. Job Descriptions - a consolidated file of classification sheets or job descriptions on division T/O slots.
11.
12. Training Record Card - 5"x8" card file indicating name, position title, grade, courses entered and completed and evaluation.
13. T/O Files - a consolidated file of T/O's, amendments, changes, work sheets, and copies of correspondence pertaining to T/O matters.

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**FUNCTIONAL STATEMENT OF THE
PERSONNEL AND TRAINING SECTION,
WE DIVISION (as described by Chief,
Personnel Section/Admin/WE)**

1. Plan and program personnel and training activities for WE Division personnel in accordance with CIA and WE/P policies. This will include establishment of a close working relationship with all ☐ area operational Branches, ☐ Staff Branches, and Chief's office with regard to their specific needs in terms of future programs, as well as current projects.

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4. Prepare personnel reports to WE/P Admin. and to the Personnel Office. Prepare and revise Division T/O's, including project T/O's.

5. Develop Divisional orientation program, instructing subordinates in the techniques of presentation to new employees.

6. In conjunction with the Office of Training and the appropriate senior staffs, develop and implement training programs for staff and indigenous personnel. This activity requires a knowledge of Division needs and training facilities.

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8. Maintain liaison with Cover Division, Plans, FI, and advise French Chiefs and case officers on non-official cover problems. This requires a knowledge of Division needs and cover facilities.

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9. Maintain liaison with the Security Office on problems of personal and physical security. Recommend Division policies concerning physical security and implement those policies.

10. Maintain personnel, training, and cover files and records.

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FUNCTIONS OF WE PERSONNEL AND TRAINING FUNCTIONS

TENTATIVELY RECOGNIZED AS PROPERLY PLACED

1. Maintenance of current information and status of T/A's and Position Inventory Records (normally Forms CP 4b - in the instance of WE - a 5"x8" card of WE design).
2. Coordination and review of the Personnel Evaluation Reports.
3. Servicing and support of Career Service Board Activities by:
 - a. Providing advance information on returning personnel.
 - b. Providing summary information on numbers, grades, dates of grades, location, etc. of personnel by career category.
 - c. Maintaining control and follow-up on the application of training prescribed by Career Service Board Actions.
 - d. Preparation and processing of SF-52 and such other supporting papers as may be required to accomplish personnel actions and maintain current information on status of such actions.
4. Briefing of employees prior to overseas movement. (Supplemental to briefing provided by Central Processing.)
5. Corresponding with elements of the WE Division, headquarters and field,
6. Providing routine personnel advice and assistance to WE personnel.

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MEMORANDUM FOR: Chief of Administration, DD/P

REFERENCE : Survey Report of the [] WE/Administration

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1. The referenced report has been reviewed with members of the organization and management survey team and detailed discussions held with members of the WE Personnel and Training Section.

2. The following comments regarding the recommendations in paragraph 5 are listed below for your consideration along with other comments which relate to other parts of the report:

5 a.

It is felt that the function of operational security, as it affects personnel problems, should be added to Tab F. This form of security has a direct bearing on all headquarters and field personnel relating to their day to day operations. Guidance for employees on outside contacts which might involve the Agency is a necessary function. Examples of the problems encountered are: [] applications for life insurance, credit references and schooling. Considerable time has been spent by the personnel and training [] on such matters, and based on past experience, they will continue to play an important part in the daily work load of WE []

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5 a.

The function of personnel placement which the personnel staff performs, based on an overall knowledge and understanding of the Division's personnel needs in headquarters and the field. This is, of course, performed in conjunction with the personnel placement representative and the Career Service Boards. Based on informal instructions received from the DD/P Personnel Officer and the Career Service Boards, the placement function will continue to be important in the reassignment and replacement of overseas personnel. It should be a responsibility of the division personnel office to advise branch chiefs on the placement and utilization of personnel both at headquarters and in the field. Such advice is based on a knowledge of division personnel needs and assets.

5 b. - 5 c.

Your report recommends that the proposed T/O for the performance of personnel and training functions be limited to no more than six slots. However, it should be noted that the entire function and responsibility for security and cover requires the services of one full-time employee. As of this time, it is felt that the personnel and [] is the proper place for this responsibility to be assigned. Paragraph 3-a of reference agrees that official and non-official liaison with LCB and Cover Division can be performed in WE [] After full consideration of the problem, we are unable to suggest a better place to assign the cover and security functions. Based on a year's experience, it is our opinion that the performance of these duties by other personnel staff members is inadvisable.

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5 d.

We regard it as essential that our personnel officers have ready access to personnel folders which contain complete and up-to-date information. Therefore, we feel that it is necessary to maintain division folders on our personnel. However, every effort is being made to keep these files to a minimum in accordance with current regulations and to send copies of pertinent material to the Central Personnel files.

2 c.

While it is realized that the compilation of statistics concerning work load is a necessary part of a survey report, they should not be a prime criteria for deciding on the importance or necessity of the job being done. WE/PT spends a large proportion of its time on problems, which because of their unusual features peculiar to the Agency, are not solved by rule-of-thumb methods, but require lengthy investigations and careful consideration of the factors involved. In this connection, we should like to point out that memoranda to [] during the period June July and August included not only the [] mentioned in the report, but also 32 other memoranda on transfers, resignations and replacements.

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2 d.

3 b.

The [] is responsible for all appointments, reassignments, recalls, etc. for field personnel, based on the Division rotation programs, station and area desk recommendations. Therefore, as [] possesses all the information concerning cover, personal leave requirements, household effects and dependents, it is felt that this mass of detail could be typed directly by [] in a PCS travel order and routed to Budget and Fiscal for obligation of funds (a close relationship is maintained between [] Budget and Fiscal does not possess any of the details which are necessary for a PCS, but they are available to the []

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3 c.

25X1 WE [] handles only finance matters of contract agents, and it is the opinion of this Branch that these cannot be classified as personnel matters in the true sense. Strictly personnel matters are handled by case officers. Therefore, it is felt that this point of discussion was misinterpreted at the time of the survey.

3 e.

The workload is distributed between [] as both use the same set of files.

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[]

C/WE-Admin.

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